

Process for On-boarding New Online Instructors

Purpose:

This document describes the process for on-boarding faculty new to teaching online at Creighton University. The process is intended to include Creighton University faculty members who are teaching a Creighton University online course for the first time as well as instructors new to Creighton who are hired to teach an online course.

Process:

- Instructors to teach an online course and who are not Creighton University faculty members are classified as *special faculty*. Some instructors hired in the EdD in Leadership program will have additional duties beyond teaching (e.g., serving on committees) any may be assigned a status other than *special faculty*.
- Contact Human Resources: Instructors hired to teach online courses will be classified as University employees and as such must complete HR required paperwork. The Program Director will notify Human Resources to process the relevant paperwork.
- The program in which the instructor is teaching will orient the new instructor to the following:
 - Pair the new instructor with current online instructor for shadowing
 - Provide the new instructor a copy of the program's instructor guide
 - Provide orientation to program's processes, policies, procedures, personnel, resources
 - Orient the instructor to the personnel and end of course review process
 - Orient the instructor to the processes used for payment for services
 - The program may provide other orientation information and activities as determine by the Program Director
- At least three weeks prior to the course start date, the program hiring the instructor contacts the Center for eLearning and Academic Innovation (CeLAI). CeLAI will:
 - Provide access to the CUOnline Instructor Guide
 - Enroll the instructor in Foundations of Effective Online Teaching and Learning certificate course
 - Assign a mentor for the Distance Education Mentoring Initiative
 - Provide an introduction to the course's instructional designer
 - Provide training for technologies used in the program